AP311: Vendor Processing

Instructor Led Training

Lesson 1: Understanding the Vendor Process

Introduction

Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

By now, you have completed all prerequisite courses for this course and discovered the different functional areas and modules included in Cardinal. In this course, we will walk you through the vendor processes in Cardinal.

Lesson 1: Understanding the Vendor Process

Introduction

Introduction

In the Cardinal Overview course, you learned that the Accounts Payable functional area of Cardinal is composed of two modules:
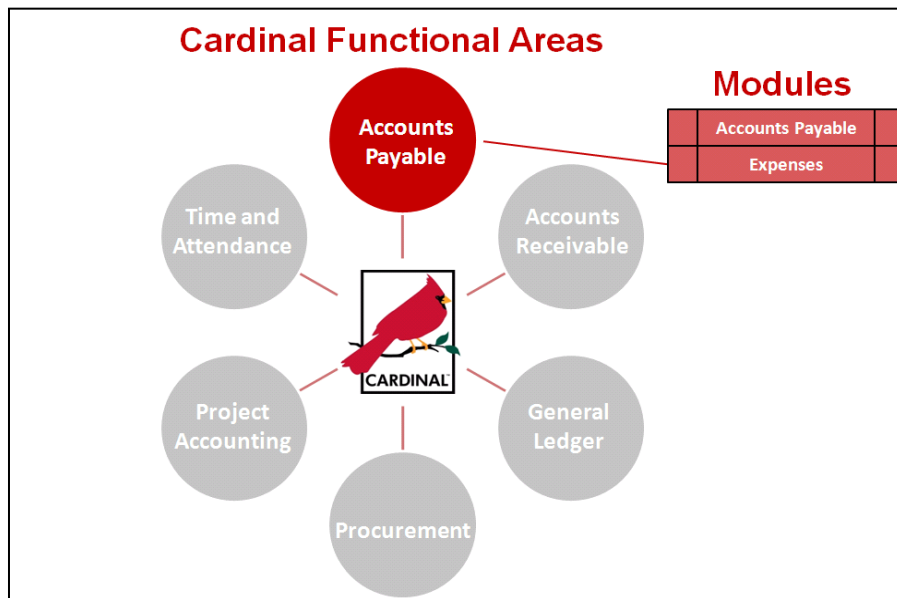
Accounts Payable

The Accounts Payable (AP) module automates invoice and payment processing to deliver timely and accurate payment for goods and services.

Expenses

Payments to employees for non-salary related items (i.e. travel & business expense reimbursements) are made through the Expenses module.

Note: The Expenses module is often referred to as "Travel and Expenses".

Lesson 1: Understanding the Vendor Process

Introduction

Course Objectives

After completing this course, you will be able to:

- List and define all primary and additional vendor roles
- Explain the end-to-end process for Accounts Payable and how vendors fit into the process
- Search for a vendor in Cardinal
- Find vendor information in the vendor record
- Enter a vendor into Cardinal
- Enter different classifications of vendors
- Request an update to a vendor record
- Explain the vendor maintenance process
- Describe the default 1099 vendor information
- Describe key reports

Lesson 1: Understanding the Vendor Process

Introduction

Agenda

Today, we will cover the following lessons:

- Lesson 1: Understanding Vendor Processing
- Lesson 2: Searching for a Vendor and Viewing Vendor Information
- Lesson 3: Entering a Vendor
- Lesson 4: Modifying a Vendor
- Lesson 5: Vendor Reports, Online Inquiries, and Queries
- Lesson 6: Vendor Processing Hands-On Practice

Lesson 1: Understanding the Vendor Process

Introduction

Lesson Topics

In this lesson, you will learn about the following topics:

- Key Terms
- Key Concepts
- Process and Roles
- Integration and Interfaces

Lesson 1: Understanding the Vendor Process

Topic 1: Key Terms

Key Terms

- **Vendor**: Any person or company that provides goods or services, or receives refunds, including suppliers, federal, state and local government entities, and other fiscal payees. All Procurement vendors are interfaced from eVA to Cardinal. Non-procurement vendors (also called Fiscal Vendors) are created directly in Cardinal.

- **Vendor Name:** Legal or full name of the vendor. If the vendor name is different from the legal name, the legal name can be specified as a **Payment Alternate Name**.

Lesson 1: Understanding the Vendor Process

Topic 1: Key Terms

Key Terms (Continued)

- **Vendor Classification:** The Cardinal field that identifies the vendor as a Supplier, Board Member, Non-Vendor Payee, Federal Government, State Government, Local Government, or Foreign Entity. In Cardinal, Vendor Classification is used for reporting. In conjunction with TIN Type and Type of Contractor, Vendor Classification is also used to determine whether the vendor is a 1099 (Withholding) vendor.

- **Vendor Status:** The Cardinal field used to identify the vendor as **Approved** or **Inactive**. All vendors are created with an **Approved** status.

- **VLIN (Vendor Location Identification Number):** A term defined by the vendor data standards that represents an identification number for vendors contained in eVA. Every vendor location in eVA has a unique Vendor Location Identification Number (VLIN) and this VLIN will be stored in the **Address 3** field in Cardinal.

Lesson 1: Understanding the Vendor Process

Topic 1: Key Terms

Key Terms (Continued)

- **Tax Identification Number (TIN):** A tax processing number issued by the Internal Revenue Service that is required when entering a new vendor in Cardinal. Cardinal also requires the vendor's TIN type, e.g. EIN, SSN, etc.

- **W-9**: An IRS form used to record a vendor's TIN and certification of withholding status.

- **Withholding:** A term Cardinal uses to identify 1099 processing. This term is used because the 1099 processes may also involve withholding amounts from vendor payments for delinquent taxes. Vendors subject to this are called "withholding" or "1099" vendors.

- **Persistence:** The frequency of a vendor's transactions. Available values include **One Time**, **Permanent**, **Regular**, and **Single Payment Vendor**. In Cardinal, all vendors will have a **Persistence** of **Regular**.

Lesson 1: Understanding the Vendor Process

Topic 2: Key Concepts

Key Concepts

Some key concepts in Vendor Processing include:

- All procurement vendors are interfaced from eVA.

- Vendors are shared across the Procurement and Accounts Payable modules.

- Vendor offsets other than CDS (Comptroller's Debt Setoff), such as tax liens and garnishments, are manually calculated and tracked outside of Cardinal.

- All Cardinal users share the same vendor database. Vendors may have multiple remit-to addresses, so it is important to select the appropriate remit-to address for your voucher.

- For procurement vendors, eVA is the source of vendor information. Procurement vendor information must be updated in eVA. Only non-eVA information such as vendor banking information should be updated in Cardinal.

- A vendor must exist in Cardinal before it can be used on a purchase order, request for quote, requisition, voucher, or payment.

Lesson 1: Understanding the Vendor Process

Topic 3: Process and Roles

Vendor Processing

Vendor processing involves entering and maintaining vendor information for use in the Procurement and Accounts Payable modules.

In Cardinal, procurement vendors are entered and updated through an eVA interface. Non-procurement vendors (i.e., fiscal vendors) are manually entered and updated directly in Cardinal.
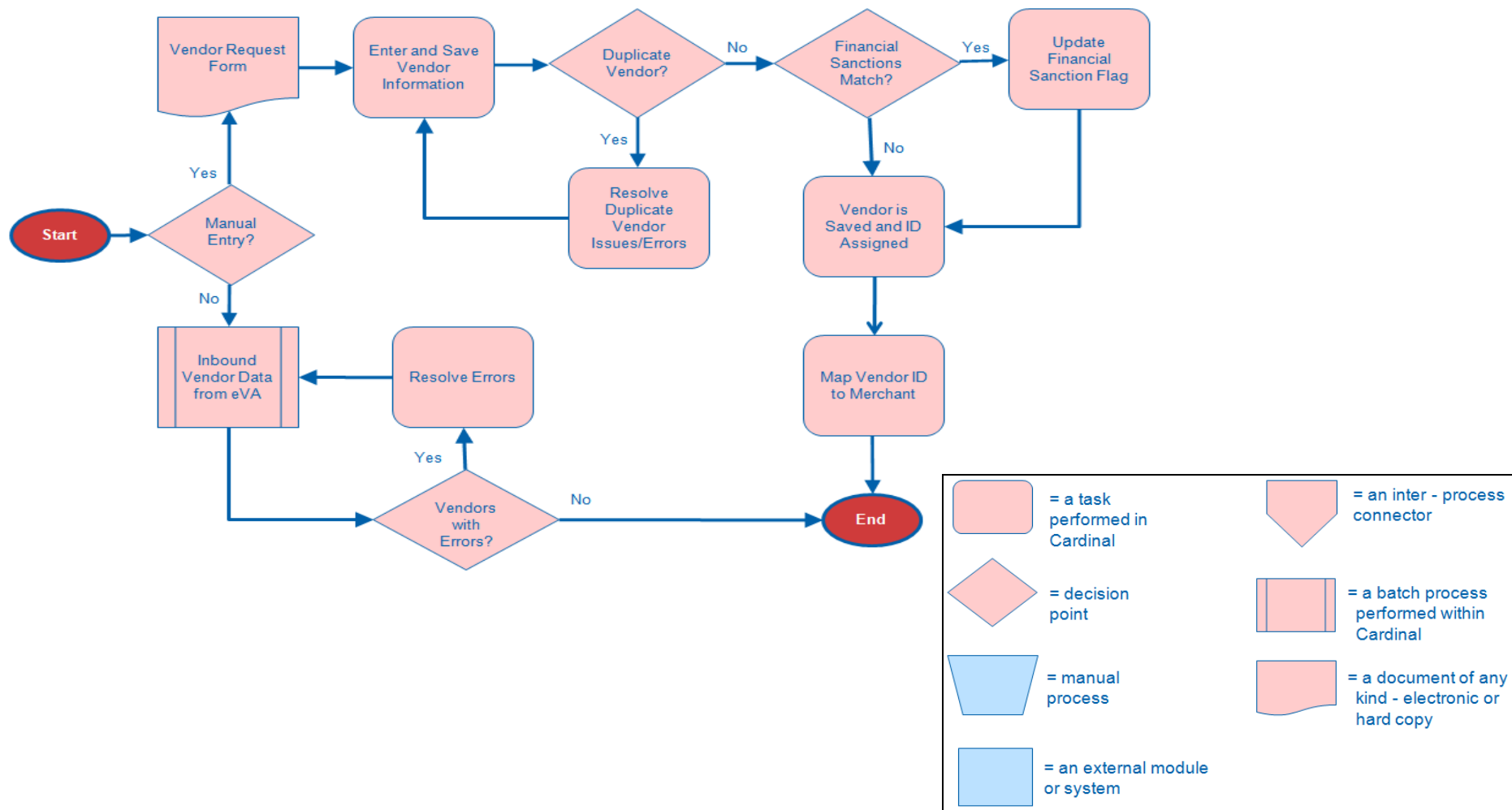
Vendor processing uses outbound and inbound interfaces with the IRS that verify TIN information.

Vendor processing also includes edits, such as checking for duplicate vendors and verifying that they are not on the Federal Government Financial Sanctions list.

Topic 3: Process and Roles

Topic 3: Process and Roles

Lesson 1: Understanding the Vendor Process
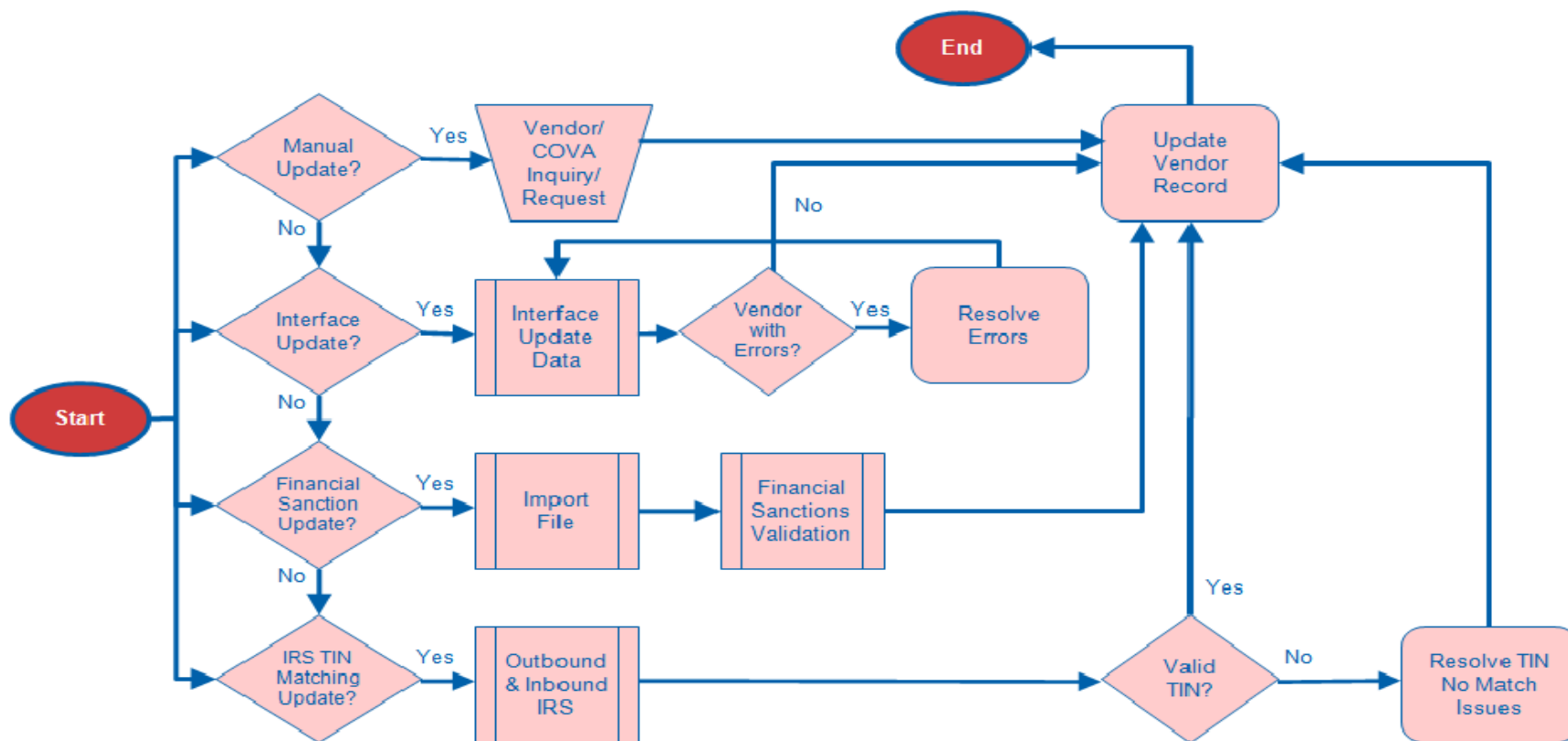
Topic 3: Process and Roles

Roles

Module	Role Name	Functional Description
Accounts Payable	Vendor Conversation Processor	This role has access to: • Record Vendor Conversations
Accounts Payable	Vendor Creator	This role has access to: • Enter vendors • Vendor inquiry pages *Users with this role must also have the following role(s):* • *Vendor Conversation Processor*
Accounts Payable	Vendor Maintenance Specialist	This role has access to: • Enter and maintain vendors • Resolve vendor related errors *Users with this role must also have the following role(s):* • *Vendor Conversation Processor*
Accounts Payable	EDI Coordinator	This role has access to: • Enter EDI banking information for vendors and employees

Lesson 1: Understanding the Vendor Process

Topic 4: Integration and Interfaces

Integration with Procurement

Accounts Payable integrates with Procurement in the following way:

- **Vendor Processing:** Both Procurement and Accounts Payable use the same functional areas. Vendor processing also interfaces with external systems.
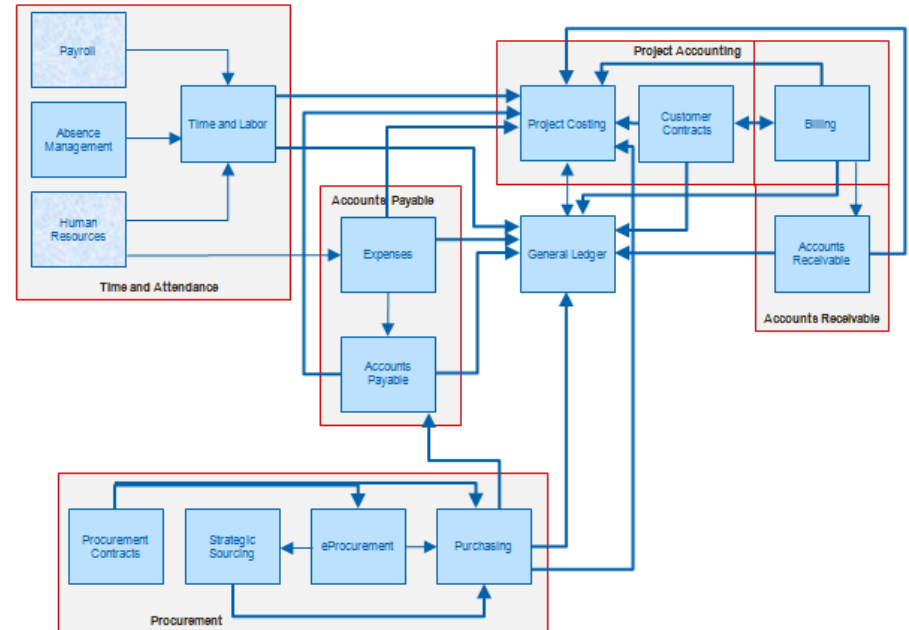
Topic 4: Integration and Interfaces
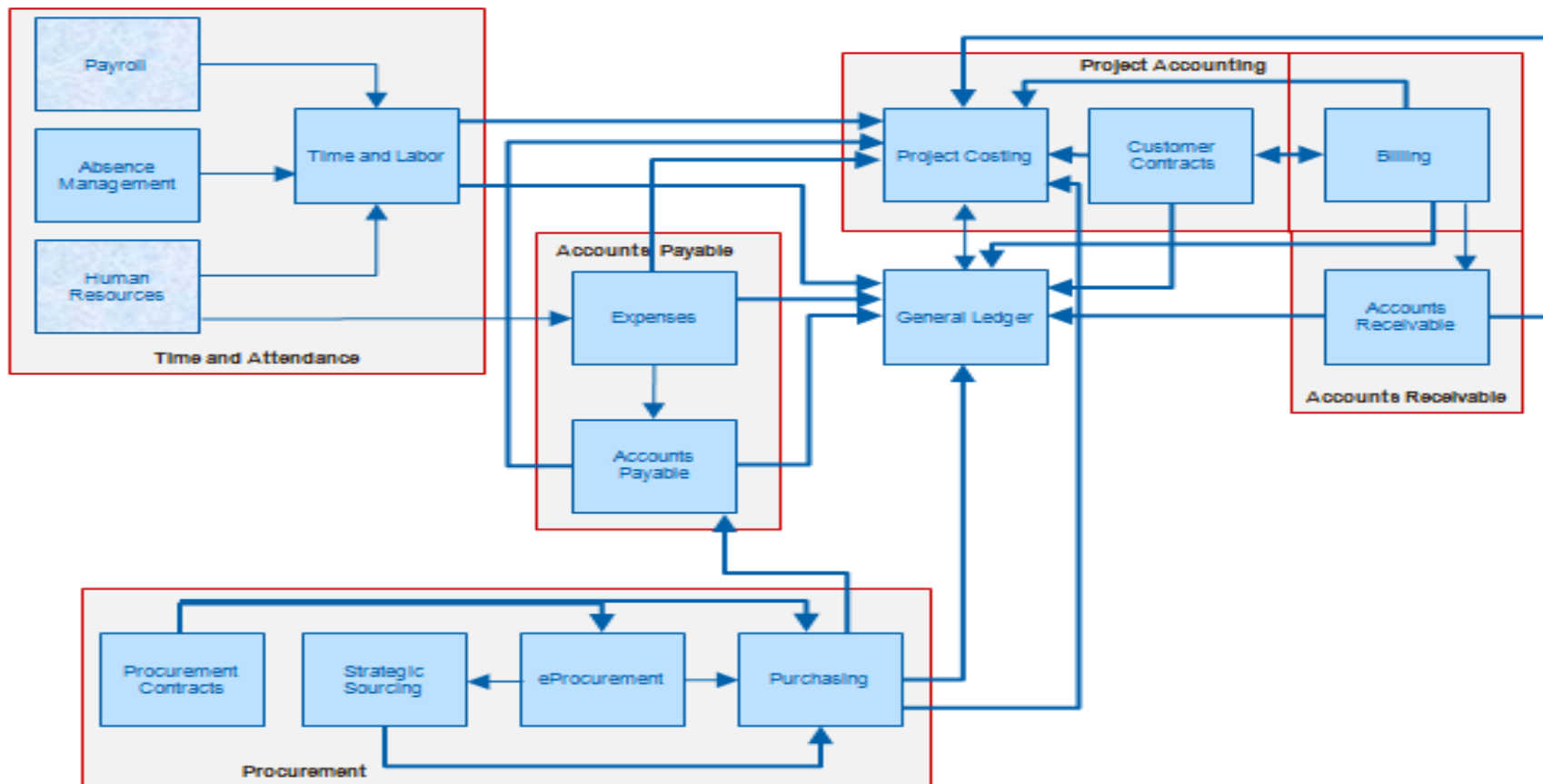
Lesson 1: Understanding the Vendor Process

Topic 4: Integration and Interfaces

Vendor Processing Integration

All vendor information is in one centralized database maintained by the Vendor Maintenance group.

Cardinal vendors are shared between the Accounts Payable and the Procurement functional areas. Fiscal vendors are entered and updated online. Procurement vendors are loaded and updated directly into Cardinal from eVA.
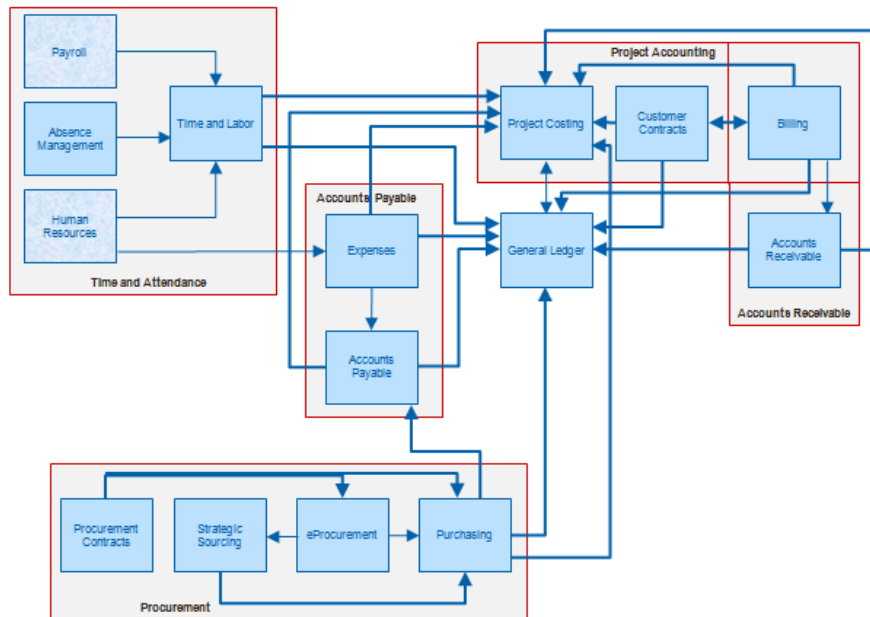
Lesson 1: Understanding the Vendor Process
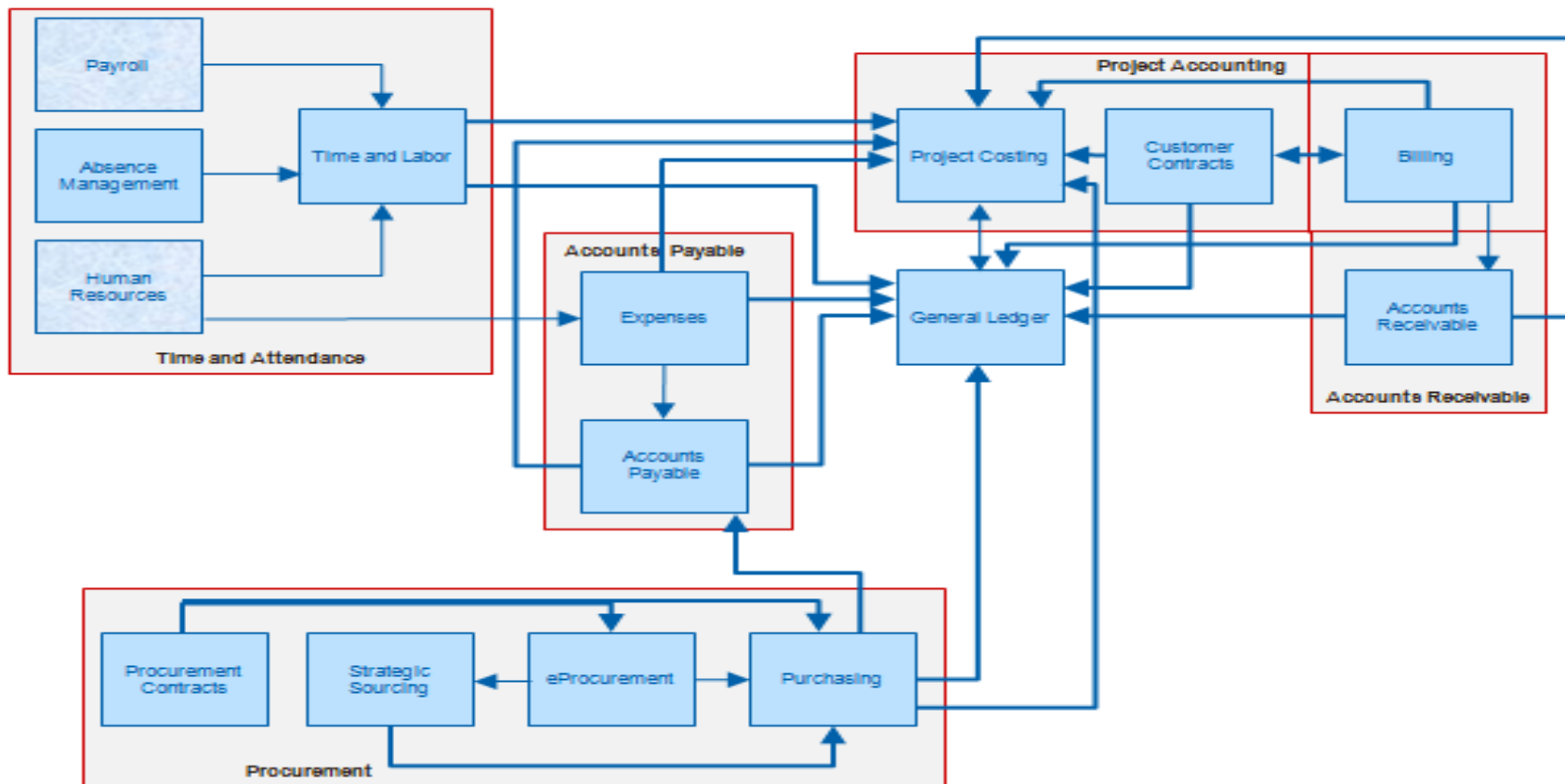
Topic 4: Integration and Interfaces

Topic 4: Integration and Interfaces

Interfaces with eVA

eVA is a web-based purchasing system used by the Commonwealth of Virginia. State agencies, colleges, universities and many local governments use eVA to announce bid opportunities, invite bidders, receive quotes, and place orders for goods and services.

eVA is the only source of procurement vendors for Cardinal. All procurement vendors will be interfaced from eVA into Cardinal. Non-procurement vendors (also called fiscal vendors) will be created directly in Cardinal.

eVA Supplier Services allows eVA to provide supplier/vendor information to Cardinal and other external systems via a Web Service. It includes new eVA suppliers as well as updates to existing suppliers.

As a default, eVA generates an XML file every day for all the modified/created suppliers. Once the file has been generated and placed in the specific eVA location, Cardinal pulls the file and processes it. Cardinal can also request supplier information that was modified or created during a particular date range. eVA Supplier Services will return information on all the suppliers/vendors for the specified date-time range.
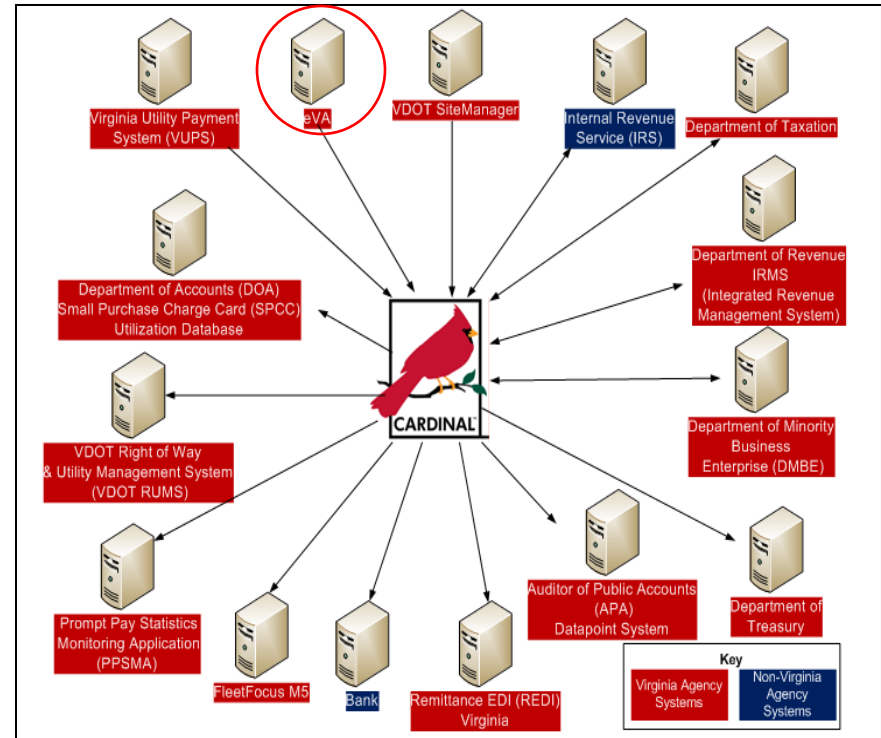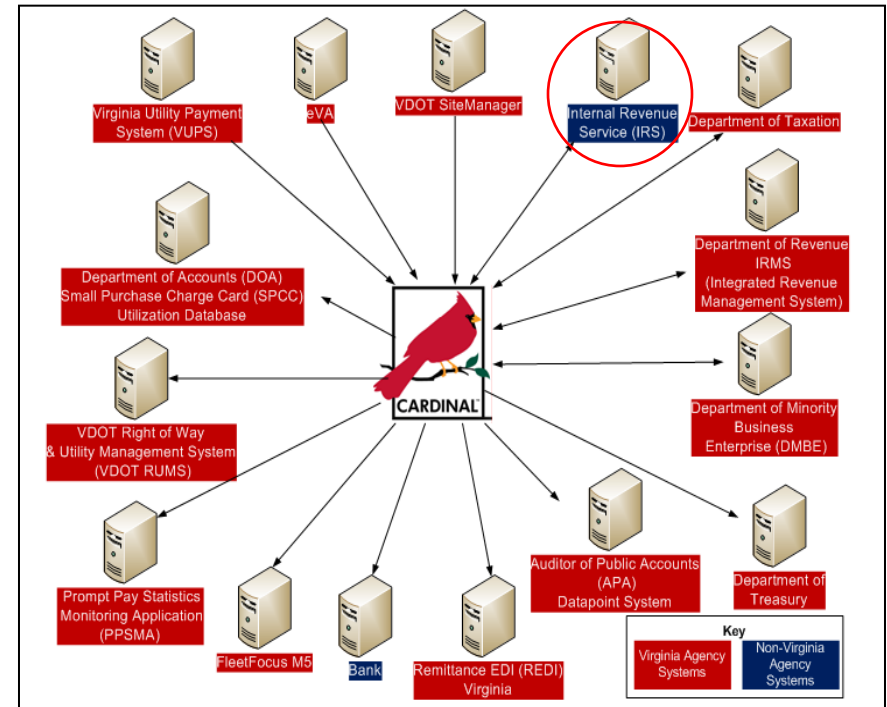
Lesson 1: Understanding the Vendor Process

Topic 4: Integration and Interfaces
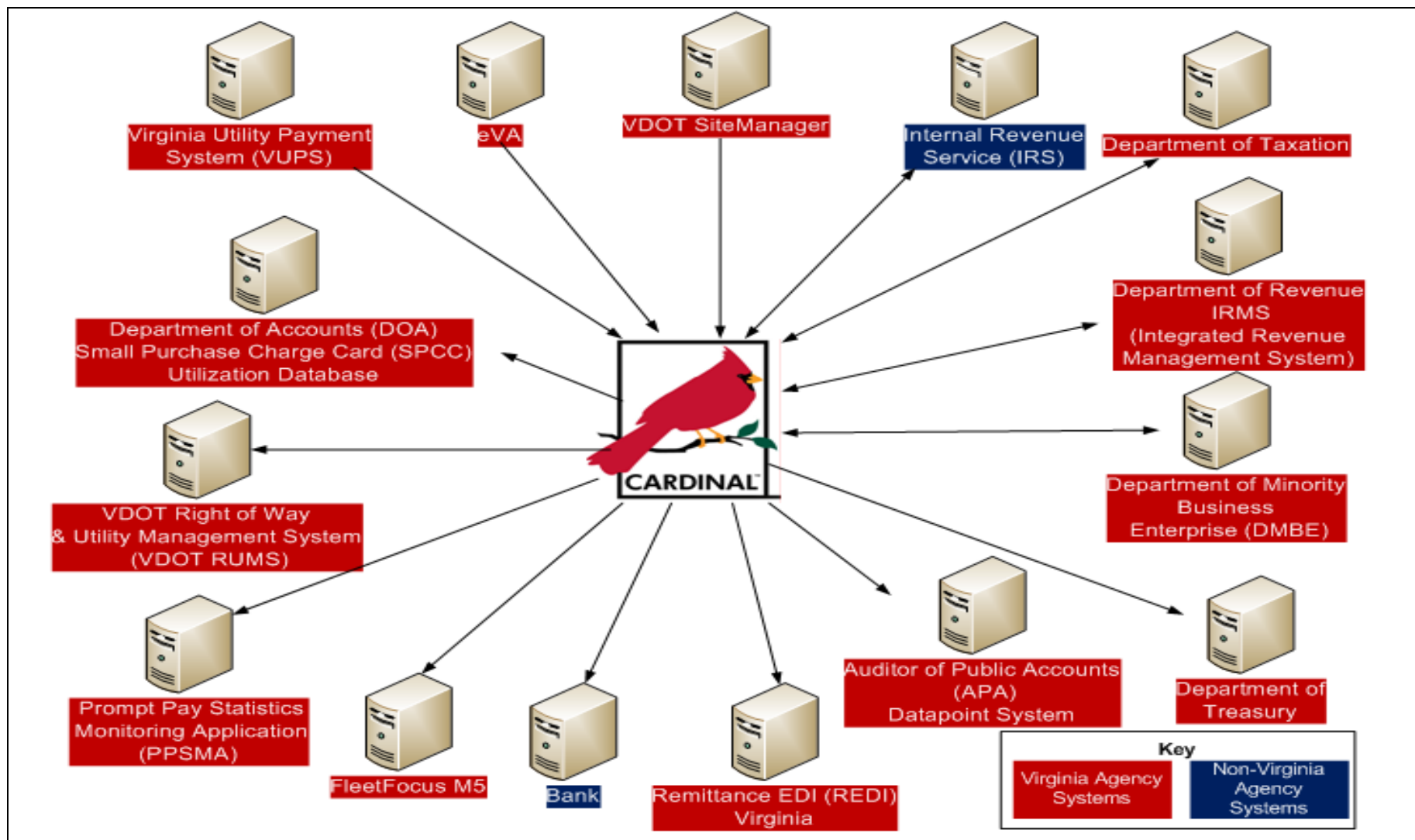
Interfaces with the IRS

Vendor information in Cardinal also includes outbound/inbound interfaces with the IRS for TIN matching. This is part of the internet-based IRS e-services that allows matching through a text file submitted to IRS.

The IRS maintains a separate name/TIN database specifically for the TIN Matching Program. Except for foreign vendors, every Cardinal vendor's Taxpayer Identification Number (TIN) is compared to that on file with the IRS. The IRS informs the agency whether the name/TIN combination furnished by the payee matches a name/TIN combination in the database.

Lesson 1: Understanding the Vendor Process

Topic 4: Integration and Interfaces

Interfaces with the DMBE Certification System

Cardinal interfaces with the Department of Minority Business Enterprise (DMBE) Certification System.

DMBE is the source of certification data for all vendors in Cardinal. Vendor data for procurement vendors is received from eVA. Non-procurement vendors (Fiscal vendors) will be created directly in Cardinal. Certification data will be updated by the DMBE interface for both procurement and fiscal vendors on a monthly basis.

DMBE sends certification information to Cardinal, which is then uploaded into Cardinal.
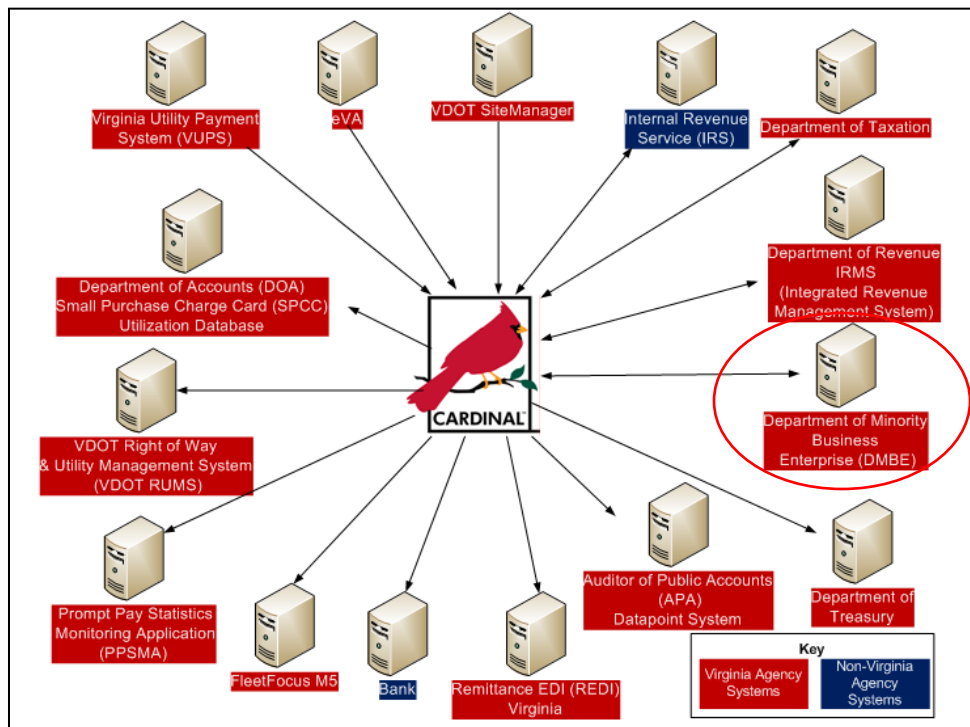
Lesson 1: Understanding the Vendor Process

Lesson Checkpoint

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material.

Vendor Processing	Integration/ Interfaces	Roles
1 pt	1 pt	1 pt
2 pt	2 pt	2 pt
3 pt	3 pt	3 pt

Lesson 1: Understanding the Vendor Process

Lesson Checkpoint

Questions

Vendor Processing	Integration/ Interfaces	Roles
I am the form used to obtain TIN number and addresses from vendors.	I am a Cardinal functional area that shares vendors with AP.	This role has access to vendor inquiry pages as well as display only to the vendor entry pages.
I am the term used when the vendor name is different from the legal name.	I am the interface that contains all procurement vendors.	This role has access to maintain vendor Conversations.
I am the term that denotes the frequency of transactions a vendor has with COVA.	I am the owner of systems that interface with AP for 1099 reporting and TIN matching.	This role has access to enter EDI banking information for vendors and employees, and perform vendor inquiry.

Lesson 1: Understanding the Vendor Process

Lesson Checkpoint

Answers

Vendor Processing	Integration/ Interfaces	Roles
W-9	Procurement	Vendor Viewer
Payment Alternate Name	eVA	Vendor Conversation Processor
Persistence	IRS	EDI Coordinator

Lesson 2: Searching for a Vendor and Viewing Vendor Information

Introduction

Lesson Objectives

After completing this lesson, you will be able to:

- Search for a vendor in Cardinal
- View vendor information

Lesson 2: Searching for a Vendor and Viewing Vendor Information

Introduction

Lesson Topics

In this lesson, you will learn about the following topic:

- Search for a Vendor and View Vendor Information

Lesson 2: Searching for a Vendor and Viewing Vendor Information

Topic 1: Searching for a Vendor and Viewing Vendor Information

Searching for a Vendor and Viewing Vendor Information

In Cardinal, vendor profiles allow you to manage vendors according to your needs. The information stored in vendor profiles can contain names, addresses for different sites, payment terms, voucher processing defaults and other information needed for the vendor.

Lesson 2: Searching for a Vendor and Viewing Vendor Information

Topic 1: Searching for a Vendor and Viewing Vendor Information

Ensuring Vendor Does Not Already Exist

Before a new vendor is created, it is important to check the vendor records and see whether the vendor already exists in Cardinal. You are responsible for verifying this information before a new vendor is added.

Lesson 2: Searching for a Vendor and Viewing Vendor Information

Lesson Simulation

Simulation

You are now about to view a simulation on searching for a vendor and viewing vendor information.

Lesson 2: Searching for a Vendor and Viewing Vendor Information

Lesson Summary

Lesson Summary

In this lesson, you learned how to:

- Search for a vendor in Cardinal
- View vendor information

Lesson 3: Entering a Vendor

Introduction

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the process and steps involved in entering a vendor
- Enter a fiscal vendor into Cardinal
- Enter different classifications of vendors

Lesson 3: Entering a Vendor

Introduction

Lesson Topics

In this lesson, you will learn about the following topic:

- Entering a Vendor

Lesson 3: Entering a Vendor

Topic 1: Entering a Vendor

Entering a Vendor

Entering a vendor establishes a record that contains information needed to support Accounts Payable and Procurement.

Vendors can be entered two ways. Procurement vendors are loaded via interface from eVA. Fiscal vendors are entered directly on-line.

Lesson 3: Entering a Vendor

Topic 1: Entering a Vendor
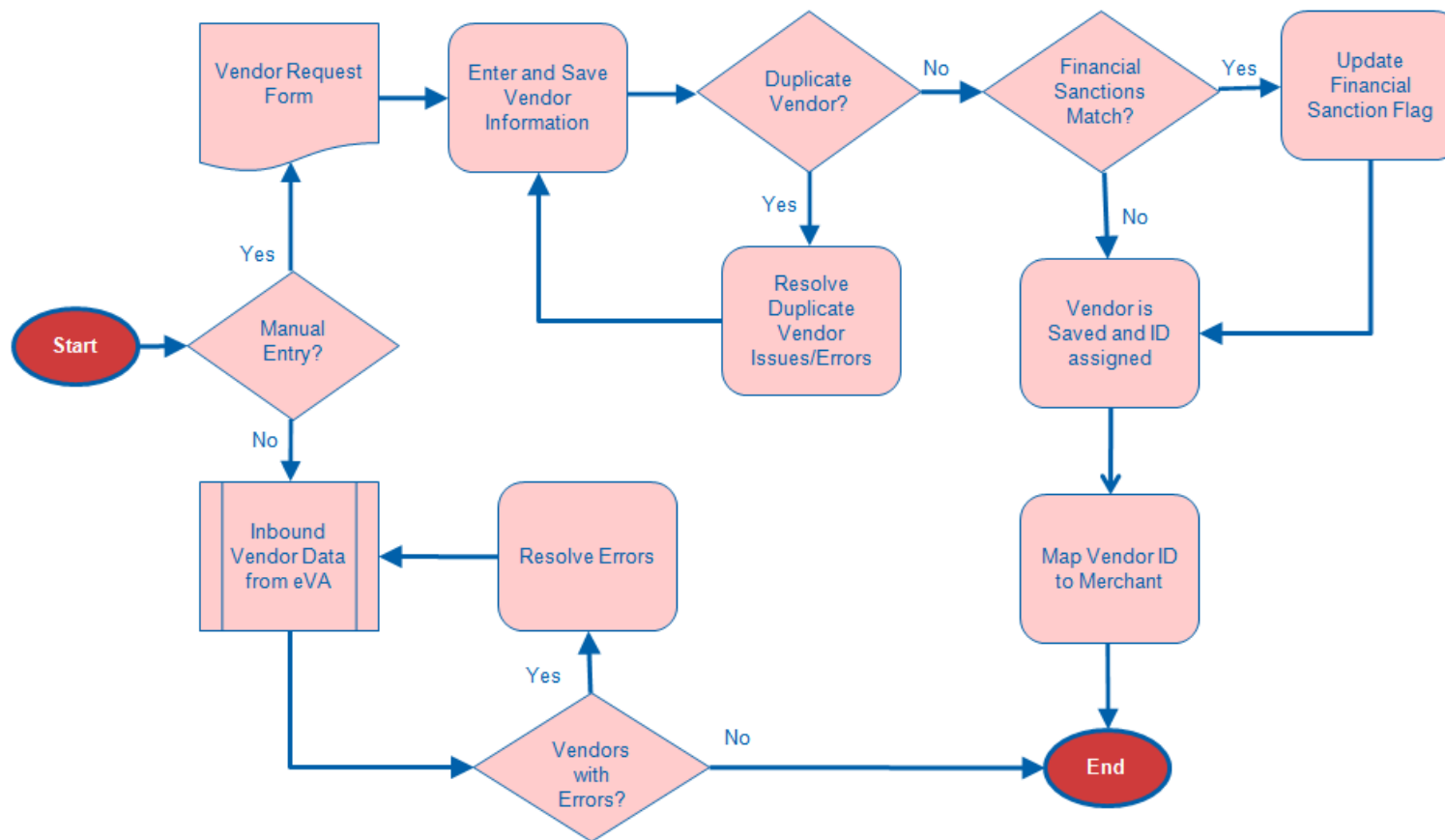
Lesson 3: Entering a Vendor

Topic 1: Entering a Vendor

Entering a Vendor (Continued)

When preparing to enter a new fiscal vendor into Cardinal, you first gather all of the information needed, such as:

- Identifying information, including classification, ownership type, and other basic business information that tells you what kind of vendor you are entering
- Physical addresses for the vendor
- Procurement defaults that define your relationship with your vendor, and determine the ordering and shipping of goods and/or services
- Payment options that establish defaults for payment processing, such as Automated Clearing House (ACH). ACH is used for electronic data interchange (EDI). After you send EDI payments to your bank, it combines them and sends one file to a clearinghouse, which then routes the payments to the vendor's bank.

  Note: Only the EDI Coordinator can enter banking information, the vendor creator cannot.

Vendor Short Names

Use the first ten characters of a vendor name when entering a vendor short name, including spaces. Example: RED ROOF I (Red Roof Inn)

Lesson 3: Entering a Vendor

Topic 1: Entering a Vendor

Entering a Vendor (Continued)

Entering a vendor may include several tasks:

- Interface with eVA to load procurement vendors
- Complete Vendor Request Form
- Enter and Save Vendor Information
- Resolve Duplicate Vendor Issues
- Update Financial Sanction Flag
- Resolve Errors

Lesson 3: Entering a Vendor

Topic 1: Entering a Vendor

Inbound Vendor Data from eVA

The eVA interface sends procurement vendor information nightly to Cardinal, which is loaded into Cardinal's vendor table.

- The eVA VLIN is captured in the **Address 3** field of the vendor record. Cardinal then auto generates the Vendor ID number.
- The **Vendor Field C30 B** field on the **Custom** tab of the **Vendor Information** pages shows whether the vendor is an eVA vendor.
- Cardinal checks for duplicate records during the interface process. If a duplicate is identified, an error displays on the interface error report.

Non-duplicate vendors in the file load into Cardinal. The interface results display the new vendor records saved with their Cardinal Vendor ID numbers.

Lesson 3: Entering a Vendor

Topic 1: Entering a Vendor

Complete Vendor Request Form

- To manually enter a fiscal vendor, a user completes a vendor request form.
- A vendor request is required to manually enter a non-purchasing or fiscal vendor in Cardinal.
- Access to enter or update a vendor is limited to only a few employees.
- The agency must maintain all documentation of information required for fiscal vendors, including vendor request form, W-9, etc.

Lesson 3: Entering a Vendor

Topic 1: Entering a Vendor

PCard Vendors

Procurement Card (PCard) vendors can be added manually or loaded through eVA. PCard vendor entry and maintenance is handled by the Procurement module and is not covered in this course.

Lesson 3: Entering a Vendor

Lesson Simulation

Simulation

You are now about to view a simulation on entering and saving vendor information.

Lesson 3: Entering a Vendor

Lesson Summary

Lesson Summary

In this lesson, you learned how to:

- Explain the process and steps involved in entering a vendor
- Enter a fiscal vendor into Cardinal
- Enter different classifications of vendors

Lesson 4: Modifying a Vendor

Introduction

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the vendor maintenance process
- Request an update to the vendor record
- Describe the default 1099 vendor information

Lesson 4: Modifying a Vendor

Introduction

Lesson Topics

In this lesson, you will learn about the following topics:

- Modifying a vendor
- Entering Withholding (1099) Vendor Information

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Modifying a Vendor

You can use Maintain Vendors to:

- Update vendor records
- Record conversations with vendors
- Compare vendors' Cardinal TINs to IRS vendor list to verify TIN

Vendor records can be updated manually or by the eVA interface. Manual updating will be handled by a limited number of employees. Users can request vendor updates in accordance with agency policy.

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Roles Involved in Modification Requests

Only the following Cardinal roles can update vendor records:

- **EDI Coordinator:** Can update vendor banking information
- **Vendor Conversation Processor:** Can maintain records of conversations or communications with vendors
- **Vendor Maintenance Specialist:** Can update vendor records, resolve TIN match errors, review Financial Sanctions errors, and resolve errors in vendor information

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Requirements for Modifying a Vendor

- When a vendor's TIN or TIN type is changed, the IRS Matching Flag for the vendor is left blank. This allows reprocessing of the vendor through the TIN Matching interface to update the information.

Note: Only the vendor maintenance specialist can see a vendor's TIN after it has been entered.

- Other modifications to a vendor's record include updating or adding an address, contact information, banking information, adding a new location for payment offset information, etc.

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Modifying a Vendor's Address

The **Address** page allows you to specify one or more addresses for the vendor. You can view multiple addresses for the different sites that a vendor has.

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Modifying a Vendor's Location

The **Location** page allows you to specify one or more locations for the vendor. Location in Cardinal refers to rules in the vendor record for the methods of doing business with the vendor. Each vendor must have one default location.

The Location includes the rules for processing Accounts Payable transactions and Purchasing transactions and, if the vendor is a withholding vendor, the rules for withholding/1099 reporting.

More than one Location can be set up for a vendor if you need to use more than one set of Accounts Payable or Purchasing rules in different circumstances. For example, if a vendor is subject to a lien or garnishment on Accounts Payable payments, a special Location named **LIEN** may be set up to facilitate creating payment offsets between the vendor and a third party. Another example is a vendor that uses more than one bank to receive payments. Since the vendor's bank definition is part of its Location, separate Locations would need to be set up for each bank.

Links on the **Location** page include **Procurement** and **Global/1099 Withholding**.

Note: The vendor's Location record also includes options for the vendor's Accounts Payable processing, but these options are only accessible to Vendor Maintenance Specialist and the EDI Coordinator. The Global/1099 Withholding link is only accessible by the Vendor Maintenance Specialist.

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Modifying a Vendor's Identifying Information

The **Identifying Information** page allows you to specify the vendor name and short name, classification, status, persistence, withholding, relationships with other vendors, duplicate invoice checking settings, and additional identifying elements required for reporting.

On this page, you enter information on:

- **Classification**: The **Classification** field is used to identify the type of vendor. In Cardinal, the **Supplier** classification is used only for procurement vendors.
- **Small, Women, And Minority (SWAM)**: SWAM information interfaces from the Department of Minority Business Enterprise (DMBE).
- **Type of Contractor**: Specifies the type of ownership of the vendor.
- **Financial Sanctions**: When a new vendor is saved, it is checked to see if it is on the financial sanctions list. Vendors are also checked regularly by a batch process. Users with the Vendor Maintenance Specialist role are responsible for reviewing and maintaining vendors' financial sanctions status.

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Lesson 4: Modifying a Vendor

Topic 1: Modifying a Vendor

Modifying a Vendor's Contacts

The **Contacts** page allows you to enter information about vendor contacts. You can enter as many contacts as needed.

Lesson 4: Modifying a Vendor

Topic 2: Entering Withholding (1099) Vendor Information

Entering Withholding (1099) Vendor Information

When a vendor is entered either manually or from the eVA interface, Cardinal automatically determines whether 1099 reporting is required. If so, Cardinal checks the **Withholding** checkbox on the **Identifying Information** page in the vendor record. Vendors with this checkbox selected are called "1099 vendors" or "withholding vendors."

A vendor's classification as a 1099 vendor depends on the entries and selections in the **Classification**, **TIN Type**, and **Type of Contractor** fields on the **Identifying Information** page.

Cardinal uses the term "withholding" to refer to 1099 processes because of the possible requirement to withhold amounts from their payments.

Not all payments made to withholding vendors are reportable. Cardinal determines the payments to be reported, and the IRS reporting class, based on the Account to which each payment is charged.

Lesson 4: Modifying a Vendor

Lesson Summary

Lesson Summary

In this lesson, you learned how to:

- Explain the vendor maintenance process
- Request an update to the vendor record
- Describe the default 1099 vendor information

Lesson 5: Vendor Reports and Online Inquiries

Introduction

Lesson Objectives

After completing this lesson, you will be able to:

- Describe key reports and online inquiries

Lesson 5: Vendor Reports and Online Inquiries

Introduction

Lesson Topics

In this lesson, you will learn about the following topics:

- Reports
- Online Inquiries

Lesson 5: Vendor Reports and Online Inquiries

Topic 1: Reports

Reports

Vendor reports can be run at various intervals. There are numerous vendor reports available. Key vendor reports include:

- Vendor Summary
- Vendor Detail
- Duplicate Vendor Report

Lesson 5: Vendor Reports and Online Inquiries

Topic 1: Reports

Vendor Summary Report

This report displays a list of vendors for a selected status in summary form.

You can navigate to this report through the following path:

Main Menu > Accounts Payable > Reports > Vendor > Vendor Summary

ORACLE	Report ID:	APY3001			PeopleSoft Accounts Payable AP VENDOR SUMMARY				Page No. Run Date Run Time	1 3/2/2011 5:22:43PM

Set ID: Statewide SetID

Vendor Status : Approved

ID	Name	Class	Persistance	Remit	Corporate	AR Customer #	Entered By	Withholding	Customer ID
0000000004	SKIPPY-001	Supplier	Regular	0000000004	0000000004		V_AP_\	Y	
0000000001	PARNAS-001	Supplier	Regular	0000000001	0000000001		TOM.W	N	
0000000002	SMART-001	Supplier	Regular	0000000002	0000000002		V_AP_\	N	
0000000003	SLOAN-001	Supplier	Regular	0000000003	0000000003		V_AP_\	N	
0000000005	SMOOT-001	Non-Vendor	Regular	0000000005	0000000005		V_AP_\	Y	
0000000007	ROVCO-001	Supplier	Regular	0000000007	0000000007		TOM.W	N	

Lesson 5: Vendor Reports and Online Inquiries

Topic 1: Reports

Vendor Detail Report
This report displays a list of vendors for a selected status in detailed form.

You can navigate to this report through the following path:

Main Menu > Accounts Payable > Reports > Vendor > Vendor Detail

ORACLE	Report ID:	APY3001			PeopleSoft Accounts Payable AP VENDOR SUMMARY				Page No. Run Date Run Time	1 3/2/2011 5:22:43PM

Set ID: Statewide SetID

Vendor Status: Approved

ID	Name	Class	Persistance	Remit	Corporate	AR Customer #	Entered By	Withholding	Customer ID
0000000004	SKIPPY-001	Supplier	Regular	0000000004	0000000004		V_AP_\	Y	
0000000001	PARNAS-001	Supplier	Regular	0000000001	0000000001		TOM.W	N	
0000000002	SMART-001	Supplier	Regular	0000000002	0000000002		V_AP_\	N	
0000000003	SLOAN-001	Supplier	Regular	0000000003	0000000003		V_AP_\	N	
0000000005	SMOOT-001	Non-Vendor	Regular	0000000005	0000000005		V_AP_\	Y	
0000000007	ROVCO-001	Supplier	Regular	0000000007	0000000007		TOM.W	N	

Lesson 5: Vendor Reports and Online Inquiries

Topic 2: Online Inquiries

Online Inquiries

Vendor online inquiries can be run at various intervals. There are numerous vendor online inquiries available. Key vendor online inquires include:

- Review Vendors
- Scheduled Payments on Hold
- Financial Sanctions Validation

Lesson 5: Vendor Reports and Online Inquiries

Topic 2: Online Inquiries

Review Vendors

Use the **Review Vendors** inquiry to list vendors meeting your search criteria and display basic information about them, as well as to navigate to pages with more detail.

You can navigate to this online inquiry through the following path:

Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Topic 2: Online Inquiries

Scheduled Payments on Hold

Use the **Scheduled Payments on Hold** inquiry to review any payments that are currently scheduled for a vendor but that are on payment hold (that is, payments that are not being made due to resolution of an issue).

You can navigate to this online inquiry through the following path:

Accounts Payable > Review Accounts Payable Info > Vendor > Scheduled Payments on Hold

Topic 2: Online Inquiries

Financial Sanctions Validation Log

Use the Financial Sanctions Validation Log to list vendors that require financial sanctions review before payments can be issued to them.

You can navigate to this online inquiry through the following path:

Main Menu> Vendors > Vendor Information > Maintain > Fin Sanctions Validation Log

Lesson 5: Vendor Reports and Online Inquiries

Lesson Summary

Lesson Summary

In this lesson, you learned how to:

- Describe key reports and online inquiries

Lesson 6: Vendor Processing Hands-On Practice

Lesson Simulation

Course Simulations Review

You can now run the UPK simulations you viewed in this course on your computer. This simulation will go back to every topic you have explored during this course.

Following this simulation, please refer to your Activity Guide to complete all the required exercises on Vendor Processing. You are encouraged to note all your questions and ask them to the instructor after completing all the exercises.

Open the **UPK** file on the **Desktop** to begin.

AP311: Vendor Processing

Course Summary

In this course, you learned how to:

- List and define all primary and additional vendor roles
- Explain the end-to-end process for Accounts Payable and how vendors fit into the process
- Search for a vendor in Cardinal
- Find vendor information in the vendor record
- Enter a vendor into Cardinal
- Enter different classifications of vendors
- Request an update to a vendor record
- Explain the vendor maintenance process
- Describe the default 1099 vendor information
- Describe key reports

AP311: Vendor Processing

Course Evaluation

Course Completed

Congratulations! You have completed the AP311: Vendor Processing course. Please use the evaluation link to assess this course.